Process for Utilizing the Framework for Leadership – Phase III   
2013-14 School Year (06/28/13 – Draft)

The steps outlined below are intended to incorporate current LEA principal evaluation processes and enrich them with the Framework for Leadership. In addition, an LEAs comprehensive plan can be blended with the Framework for Leadership to attain principal effectiveness.

**Steps for Supervising Administrators (those conducting evaluations)…**

1. Complete training offered by your Intermediate Unit during Fall 2013.
2. Review your current LEA evaluation process and incorporate the Framework for Leadership, Types of Evidence, and Possible Guiding Questions/Connectedness documents into your process.
3. The principal/assistant principal (person being evaluated) completes a self-assessment by highlighting areas within the Framework for Leadership that are to be of focus for the year. You as the supervising administrator should also complete an independent assessment of the areas you feel should be of focus for the principal/assistant principal.
4. Using the highlighted Framework for Leadership documents, conduct initial discussions to set agreed upon goals with your principal/assistant principal. Note that the Types of Evidence and Possible Guiding Questions/Connectedness documents are available to help frame the conversations. Such discussions may also drive the creation of SLOs for principals.
5. Map out an agreed upon observation schedule and types of evidence to be collected throughout the year by you and the principal/assistant principal for each component that align to the goals. A minimum of 2 components from each domain must be completed; however, you are encouraged to include additional components if there will be evidence to support the additional components. Indicate “N/A” for those components not applicable.
6. Meet midway through the year to discuss progress. Provide written and/or oral feedback. Adjust goals, strategies and/or components, if needed, based on data and feedback. Again the Types of Evidence and Possible Guiding Questions/Connectedness documents are available to help frame the conversations.
7. The principal/assistant principal completes an End of Year (EOY) self-assessment by highlighting areas within the defined performance levels of Framework for Leadership and provides accompanying evidence to support these performance levels. You should also complete an independent EOY assessment with evidence you collected relative to the principal’s/assistant principal’s performance.
8. Conduct an End of Year (EOY) meeting with the principal/assistant principal to compare your assessment with the principal/assistant principal’s self-assessment to determine the final evaluation ratings. Again the Types of Evidence and Possible Guiding Questions/Connectedness documents are available to help frame the conversations.